INFORMATION • INSPIRATION • ENTERTAINMENT

Slinger Community Library

220 Slinger Rd, Slinger, WI 53086 • (262) 644-6171 • slingerlibrary.org

Slinger Community Library Board of Trustees
Village Community Room, located at 218 Slinger Rd
Monday, June 9, 2025 at 4:30pm

Agenda

Roll Call and Confirmation of Open Meetings Law

Marlyss Thiel	Jane Hignite	Kent Voll	Beth Lighthizer
David Waterman	Donna Moldenhauer	Katherine Tobey	

I. Open for Public Comment (Information will be received from the public; however, no action will be taken on such issues at this time.)

II. Old (Unfinished) Business

A. Building design concept review – Nicole Mszal
B. Update on building campaign possible action theron – Ken Reiser

III. Director's Report

A. Circulation and Library Use Statistics, – May 2025
B. Library Program Report: May 2025
C. Circulation Clerk job description and possible action theron

IV. New Business

A. Review and Action
   i. Minutes of May 12, 2025 meeting
   ii. May 2025 Financial/Vouchers Report
   iii. Staff Development Day Library closure change and possible action theron
   iv. Director Mszal Vacation benefit and possible action theron (Closed Session)

V. Closed Session

Go into closed session pursuant to authorization conferred by Wis. Stat. sec. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (employee benefit)

VI. Return to Open Session and take action on items from closed session

VII. Announcements

Next Meeting Date: Monday, July 14, 2025 – 4:30 pm

VIII. Adjourn Meeting

The Slinger Community Library Board of Trustees is an informed and dedicated group of citizens, who are committed to supporting, developing, and advancing the library for the benefit of all our patrons, staff, and our community.

This agenda was posted at Slinger Village Hall and Slinger Community Library on Friday, June 6, 2025. Notice was posted at Community Park, Slinger Post Office, and Slinger Piggly Wiggly.

Upon reasonable notice, efforts will be made to accommodate person with disabilities requiring special accommodations for attendance at the meeting. For additional information and to request services, contact the Library Director at (262) 644-6171

It is possible that members of and possibly a quorum of members of other governmental bodies of the Village of Slinger may be in attendance at the above-noted meeting to gather information; no action will be taken by any other governmental body except by the governing body noticed above.

Memo

To: Slinger Community Library Board of Trustees
From: Nicole Mszal Library Director & Lindy Fiste Assistant Library Director
Date: Friday, June 6, 2025
Re: Agenda for Monday, June 9, 2025

II. Old (Unfinished) Business

A. Nicole will give an overview on the design concept for the library. We will show you some video images at the meeting. Please see supporting documents for your review.

B. Ken Reiser will give an update on the building campaign and request approval to move forward for fundraising.

III. Director's Report

A. Circulation and Library Use Statistics- June 2025

Monthly statistics 2024 vs 2025

May total circulations, digital (Hoopla & Libby) and physical were 9,442 with physical circulations at 7,228 and digital at 2,214. Physical circulations increased 976 items from May 2024. Digital circulations increased 657 items from May 2024. Patron count was 2,727 an increase of 179 patrons from May 2024.

B. See supporting documents for May 2025 Programming from Natalie

C. The circulation clerk job description needed a few updates. Please see supporting document for revisions. This will need an approval from the board.

IV. New Business

A. Review and Action – the usual monthly items here- *Please note we are revising the dates of our budget reporting, so this month we see less expenditures than usual. In June, dates will be all on track.

iii. Staff Development Day- There is a conflict with the current date set. We are proposing to change the date and library closure to Monday September 15, 2025.

iv. Discuss vacation benefits for Director Mszal in closed session

May Minutes of the Slinger Community Library Board
Monday, May 12, 2025

The meeting of Slinger Community Library Board of Trustees of the Village of Slinger was called to order by Library Board President Marlyss Thiel at 218 Slinger Road, Slinger, WI at 4:30 pm on May 12, 2025 in accordance with Notice of Meeting delivered to members on May 9, 2025.

Roll Call and Confirmation of Open Meetings Law:

	Present	Absent
Marlyss Thiel	X	
Donna Moldenhauer	X	
David Waterman	X	
Jane Hignite	X	
Beth Lighthizer		X-excused
Katherine Tobey	X	
Kent Voll	X	
	6	1

Also present:
Margaret Wilber, Village Administrator; Ken Reiser, Capital Campaign Chairman, Nicole Mszal Library Director, Lindy Fiste Assistant Director/Circulation Librarian (Interim Director)

I. New Library Director:
Nicole Mszal was introduced to the Library board and she gave a brief introduction of herself.

II. Open for Public Comment: Nothing was shared during public comment.

III. Old Business

A. Capital Campaign Update – Ken Reiser

Ken gave a brief overview of where the process is. An all committee meeting is planned for May 27, 2025 to approve final cost estimate and design, to then go before the Library board and the Village board for fundraising approval.

Director Mszal shared some thoughts and concerns regarding the library expansion.

IV. New Business

A. Review and Action

i. Minutes of March 10, 2025 meeting

Motion by Moldenhauer/Voll to accept minutes as presented. Motion carried.

ii. March & April 2025 Financial/Vouchers Report

Motion by Voll/Moldenhauer to accept vouchers as presented. Motion carried.

iii. Forte Bank CD Renewal

Motion by Voll/Waterman to renew CD "N" for the 15 month 3.75% interest rate. Motion carried.

iv. Interim Director Compensation Review

Motion by Voll/Hignite for Interim Director pay to continue through June 15, 2025. Motion Carried.

V. Director's Report

A. Circulation and Library Use Statistics – March & April 2025

Monthly statistics 2024 vs 2025

March total circulations, digital (Hoopla & Libby) and physical were 9,957 with physical circulations at 7,692 and digital at 2,265. Physical circulations increased 417 items from March 2024. Digital circulations increased 315 items from March 2024. Patron count was 2,772 an increase of 295 patrons from March 2024.

April total circulations, digital (Hoopla & Libby) and physical were 9,528 with physical circulations at 7,322 and digital at 2,206. Physical circulations increased 397 items from April 2024. Digital circulations increased 348 items from April 2024. Patron count was 2,476 a decrease of 222 patrons from April 2024

B. Library Program Report – March & April 2025

Library Board commented on Youth Services Librarian's Monthly reports in the packet being very helpful.

Other items discussed:

- Director Mszal will need to discuss vacation hours with Board president and Village Administrator and the results of that discussion will need board approval in June.
- Trustee Tobey and Trustee Voll have agreed to second terms as Library Trustees.
- Slinger Community Library employees emails are now firstname@slingerlibrary.org . The library has updated its email domain name.

VI. Announcements:

A. Next Meeting Date: Monday, June 9, 2025 at 4:30pm

VII. Adjourn Meeting

Motion by Voll/Moldenhauer to adjourn meeting at 5:24 pm. Motion carried.

Respectfully Submitted,
Lindy Fiste, Assistant Director/Circulation Librarian

Board Report - YTD Expense Summary For: *May-25*

Budget Category	Full Budget Code	Debit Amount	Credit Amount	Remaining Budget	% of Budget Used	Annual Budget
Library Supplies & Exp	230-55110-300-000	$1,558.15		$1,091.85	58.8%	$2,650.00
Library Central Services	230-55110-310-000	$7,609.27		$22,825.73	25.0%	$30,435.00
Library Programs	230-55110-320-000	$1,262.05		$4,387.95	22.3%	$5,650.00
Library Marketing	230-55110-325-000	$105.73		$1,544.27	6.4%	$1,650.00
Library Training	230-55110-330-000	$83.18		$2,916.82	2.8%	$3,000.00
Library Repair & Maint	230-55110-350-000	$63.27		$236.73	21.1%	$300.00
Library Central SVC-BLDG	230-55110-530-000	$11,923.48		$35,772.52	25.0%	$47,696.00
Contracted Service Payments	230-55110-726-000	$15.60		$15,638.40	0.1%	$15,654.00
Library Capital Outlay/Books	230-55110-800-000	$12,792.61	$23.06	$24,509.62	34.3%	$37,279.17
Library Technology	230-55110-830-000	$587.46	$28.79	$2,441.33	18.6%	$3,000.00
Grand Total		**$36,000.80**	**$51.85**	**$111,365.22**	**24.4%**	**$147,314.17**

Board Report - Monthly Expense Detail For: *May-25*

Budget Category	Full Budget Code	Vendor	Item Description	Debit Amount	Credit Amount
Library Training	230-55110-330-000	Village of Slinger	Mileage Reimb	$26.13	
Library Training Total				**$26.13**	
Library Capital Outlay/Books	230-55110-800-000	Hoopla	Digital Services	$345.54	
Library Capital Outlay/Books Total				**$345.54**	
Grand Total				**$371.67**	

Monthly Deposit 2025							
Slinger Community Library Total Monthly Deposit *(minus sales Tax)*							
January	**$ 419.90**	**April**	**$ 903.90**	**July**	$ -	**Oct**	$ -
February	**$ 522.82**	**May**	**$ 338.33**	**August**	$ -	**Nov**	$ -
March	**$ 315.57**	**June**	$ -	**Sept**	$ -	**Dec**	$ -
						Total	**$ 2,500.52**

Fines/Fees Monthly Deposit		**Services Monthly Deposit**		**Donations Monthly Deposit**			
Late fines *(other libraries), lost item fees, missing pieces, replacement costs*		*Copies - Faxing - Replacement Cards - Coffee Snacks*			*Regular*	*Building & Offset*	*Other*
January	$ 263.57	January	$ 164.54	January	$ -	$ -	$ -
February	$ 212.23	February	$ 219.52	February	$ 100.00	$ -	$ -
March	$ 139.83	March	$ 175.74	March	$ -	$ -	$ -
April	$ 111.32	April	$ 307.38	April	$ 485.20	$ -	$ -
May	$ 119.79	May	$ 218.54	May	$ -	$ -	$ -
June	$ -	June	$ -	June	$ -	$ -	$ -
July	$ -	July	$ -	July	$ -	$ -	$ -
August	$ -	August	$ -	August	$ -	$ -	$ -
September	$ -	September	$ -	September	$ -	$ -	$ -
October	$ -	October	$ -	October	$ -	$ -	$ -
November	$ -	November	$ -	November	$ -	$ -	$ -
December	$ -	December	$ -	December	$ -	$ -	$ -
Total	**$ 846.74**	**Total**	**$ 1,085.72**	**Total**	**$ 585.20**	**$ -**	**$ -**

SCL Fine Free 9/1/2023

230-00-55110-101-000 Salary/Wages - MAY 2025				
Date	Description	YTD Actual	2025 Budget	% Used
3/31/2025	F/T Wages	$ 21,436.19	$ 116,321.00	18.4
3/31/2025	P/T Wages (w/benefits)	$ 20,901.57	$ 61,341.00	34.1
3/31/2025	P/T Wages	$ 34,050.42	$ 59,050.00	57.7
Total		$ 76,388.18	**$ 236,712.00**	**32.3**

2025 Library Accounts - APRIL 2025

Building & Offset Reserves -

(Money Market acct)@ Forte Bank
Capital offset funds received from Washington County require a 50/50 match & intended for capital expenditures.

Balance: $ 554,707.13

Library Reserve Funds - Certificate H at Forte Bank

Balance: $ 28,095.29

Cash & Investments - Funds made up of our operating costs and unused funds from previous years.

Balance: $ 199,123.72

Updated: 6/5/2025 LF

SCL CD's

Certificate H - at Forte Bank
15-month CD renewed on 12/5/2024
Balance as of 12/5/2024: $28,410.50
Interest Rate: 4.00%
Maturity Date: March 11, 2026
Balance: $ 28,410.50

Certificate J - at Forte Bank
15-month CD opened on 8/30/2024
Balance as of 8/30/2024: $107,228.09
Interest Rate: 4.5%
Maturity Date: November 30, 2025
Balance: $ 107,228.09

Certificate M - at Forte Bank
21-month CD opened on 12/20/2024
Balance as of 12/20/2024: $31,262.10
Interest Rate: 3.75%
Maturity Date: 9/20/2026
Balance: $ 31,262.10

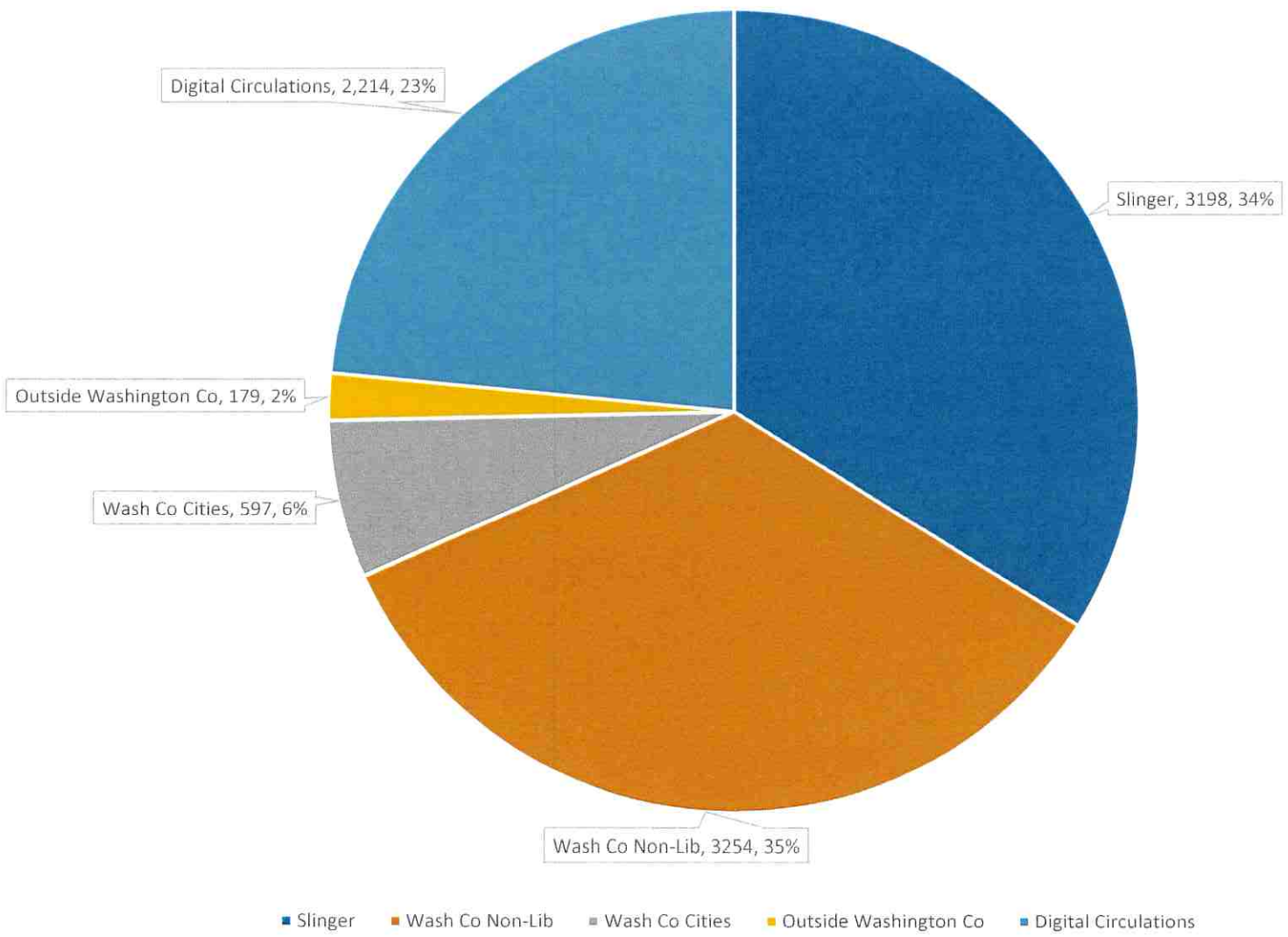
Num: 155109 Acct Num: 66565

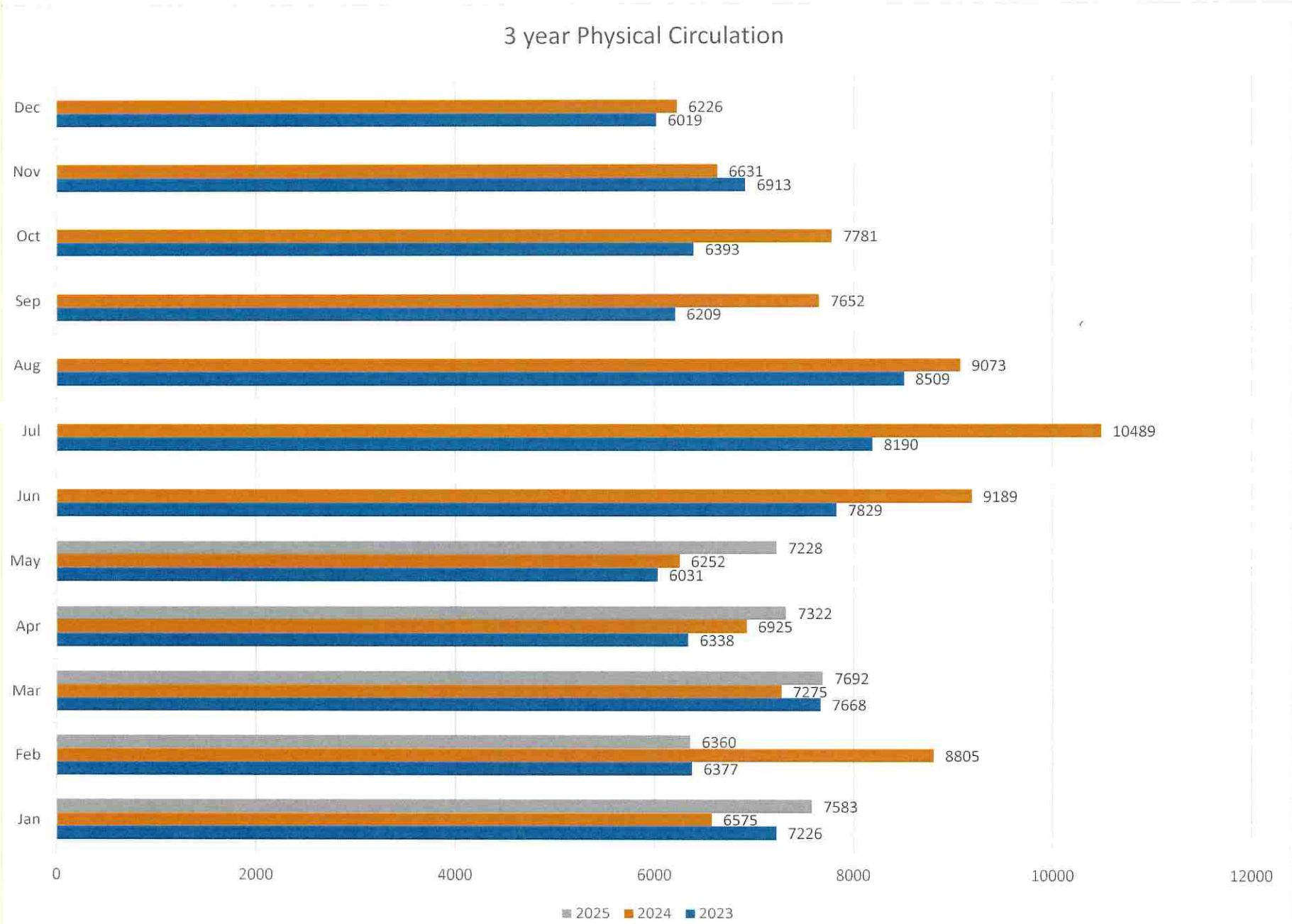
Certificate N - at Forte Bank
15 month CD renewed 5/14/2025
Balance as of 5/14/2025: $27,218.70
Interest Rate: 3.75%
Maturity Date: August 14, 2026
Balance: $ 27,218.70

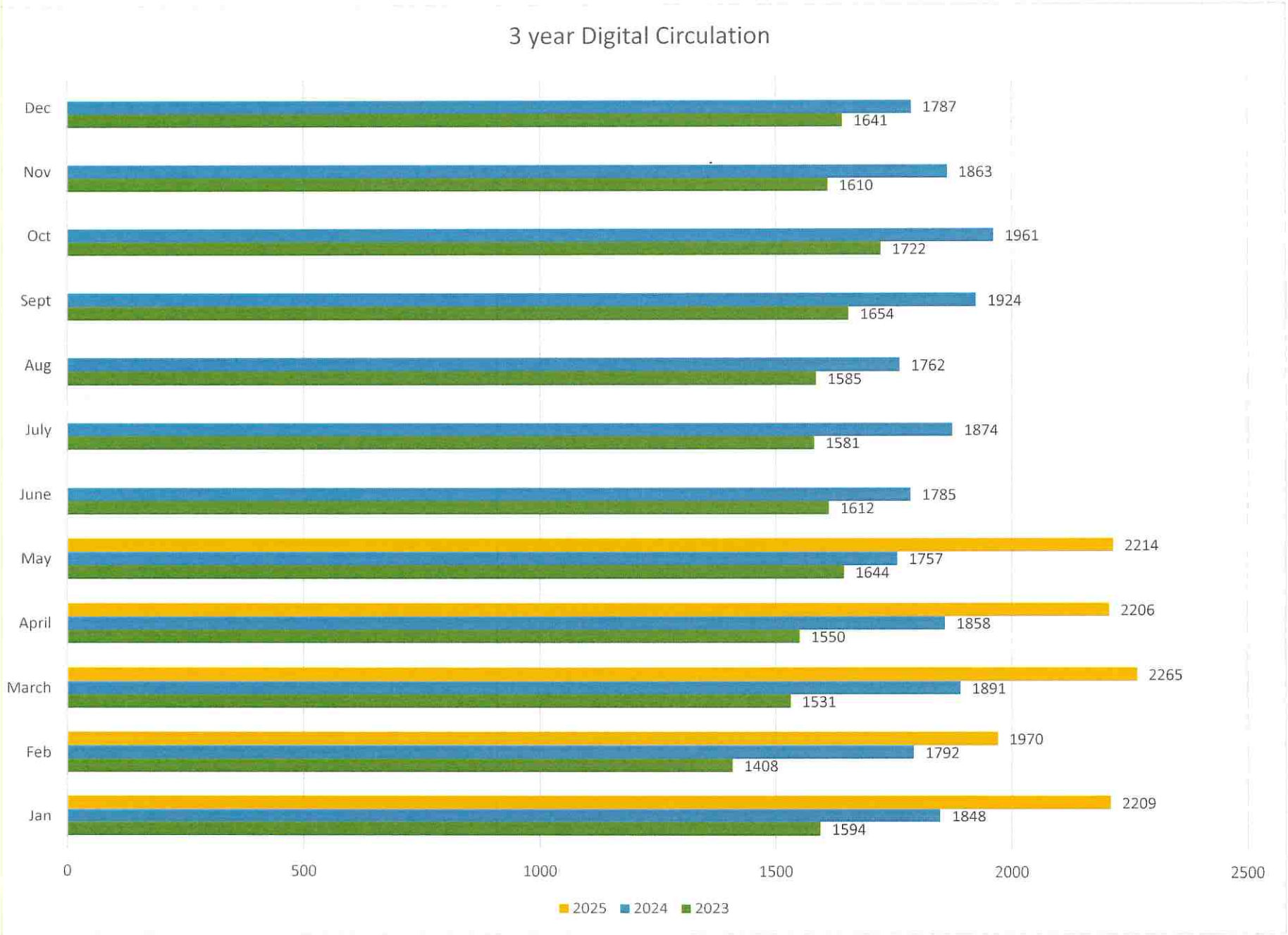
May Slinger Library Statistics

	2023		2024		2025	
Circulation Activity	**Month**	**Yr End**	**Month**	**Yr End**	**Month**	**YTD**
Number of Days Open	25	295	25	297	25	125
Patron Count	2,203	28,637	2,548	33,720	2,727	13,123
New Cards Issued	31	386	44	533	22	156
Physical	**Month**	**Yr End**	**Month**	**Yr End**	**Month**	**YTD**
Items Checked Out	6,031	83,715	6,252	92,873	7,228	36,196
Items Checked In	6,271	72,831	6,232	85,411	6,939	33,611
Holds Placed	1,601	21,595	1,735	23,057	2,036	10,313
Library of Things Check Outs (LOT)	154	1,850	216	2,781	234	1,063
Digital	**Month**	**Yr End**	**Month**	**Yr End**	**Month**	**YTD**
Libby Overdrive Checkouts	1,417	16,861	1,583	20,047	2,214	10,156
Hoopla	227	2,271	174	2,055	200	908
Databases	**Month**	**Yr End**	**Month**	**Yr End**	**Month**	**YTD**
Ancestry.com Logins	7	319	8	94	-	-
Universal Classes	NA	NA	168	4,136	44	161
Transparent Lang.(Pronunciator Exp2023)	NA	NA	3	262	13	63
Breakdown of Check Out Numbers	**Month**	**Yr End**	**Month**	**Yr End**	**Month**	**YTD**
Slinger	2,457	35,202	2,664	40,270	3,198	16,441
Wash Co Non Lib	3,223	41,980	2,981	44,639	3,254	16,625
Wash Co Cities	243	4,752	432	5,830	597	2,336
Outside Wash Co	108	1,768	175	2,134	179	783
Total Circulation Digital & Physical	**Month**	**Yr End**	**Month**	**Yr End**	**Month**	**YTD**
	7,675	102,667	8,009	114,975	9,442	47,049
Interlibrary Loan Activity-WISCAT	**Month**	**Yr End**	**Month**	**Yr End**	**Month**	**YTD**
Borrower - Requests from SL Patrons	0	138	14	163	14	117
Lender - Requests from other libraries	0	40	4	35	1	18
Library Programming	**Month**	**Yr End**	**Month**	**Yr End**	**Month**	**YTD**
Adults	3	97	8	118	7	39
Adult Program Attendance	26	895	62	1,163	52	365
Adult Self Directed Programs	0	2	0	4	2	4
Adult Self Directed Participation	0	195	0	57	50	69
Family/All Age Programs	na	na	na	na	1	11
Family/All Age Attendance	na	na	na	na	6	311
All Age Self Directed Programs	na	na	na	na	2	12
All Age Self Directed Participation	na	na	na	na	94	605
Teen Programs	1	50	2	46	4	23
Teen Program Attendance	1	313	46	717	55	239
Teen Self Directed Programs	0	0	0	0	-	1
Teen Self Directed Attendance	0	0	0	0	-	3
Childrens Programs	11	209	12	205	8	46
Childrens Programs Attendance	412	3,399	451	3,356	272	1,055
Childrens Self Directed Programs	7	138	9	121	1	7
Childrens Self Directed Attendance	157	2,101	151	3,319	107	631
Other Library Services Offered	**Month**	**Yr End**	**Month**	**Yr End**	**Month**	**YTD**
Wifi Logins	1,018	7,269	728	6,247	702	3,164
Internet Logins	86	1,120	112	1,307	115	587
PAC Logins	1,531	17,822	1,358	15,840	1,090	5,517
Other Library Statistics	**Month**	**Yr End**	**Month**	**Yr End**	**Month**	**YTD**
Community Meetings	3	110	7	42	1	14
Community Meetings Attendance	34	402	51	492	6	134
Facebook Reach	1,191	47,891	2,772	57,928	2,855	11,171
Website Visits	5,605	137,961	27,274	175,922	9,067	59,399
Number of Volunteers	12	50	10	45	1	1
Volunteer Hours	12.00	61.00	10.00	61.00	1	1
Reference Statistics	**Month**	**Yr End**	**Month**	**Yr End**	**Month**	**YTD**
Reference Questions	180	2,193	202	2,830	261	1,359
Computer & Technology Assistance	46	461	18	464	42	254

May 2025 Total Circulation
Physical 7,228 & Digital 2,214 = 9,442




3 year Physical Circulation
Dec
6226
6019
Nov
6631
6913
Oct
7781
6393
Sep
7652
6209
Aug
9073
8509
Jul
10489
8190
Jun
9189
7829
May
7228
6252
6031
Apr
7322
6925
6338
Mar
7692
7275
7668
Feb
6360
8805
6377
Jan
7583
6575
7226
0
2000
4000
6000
8000
10000
12000
2025
2024
2023


3 year Digital Circulation
Dec
1787
1641
Nov
1863
1610
Oct
1961
1722
Sept
1924
1654
Aug
1762
1585
July
1874
1581
June
1785
1612
May
2214
1757
1644
April
2206
1858
1550
March
2265
1891
1531
Feb
1970
1792
1408
Jan
2209
1848
1594
0
500
1000
1500
2000
2500
2025
2024
2023

Programs Report compiled by Youth Services Librarian Natalie Maksimuk

May 2025

Adult Programs	7	**All-Age/Family Programs**	1
Adult Program Attendance	52	All-Age Program Attendance	6
Adult Self-Directed Programs	2	All-Age Self-Directed Programs	2
Adult Self-Directed Participation	50	All-Age Self-Directed Participation	94

Children's Programs	8	**Teen Programs**	4
Children's Program Attendance	272	Teen Program Attendance	55
Children's Self-Directed Programs	1	Teen Self-Directed Programs	n/a
Children's Self-Directed Participation	107	Teen Self-Directed Participation	n/a

May Program Highlights

I only had 2 weeks of school-age programs in May due to summer preparation, but the Afternoon Adventurers enjoyed making DIY pizzas and painting flowerpots, while the Teens also painted flowerpots and then made slushies and did chalk art on the library lawn. Lil' Bookworms had our busiest story hour yet (52 attendees) so we have been opening the Gather Room wall to allow for our fun songs and stories to be heard throughout the library on Wednesday mornings. More than 60 second graders from Allenton Elementary stopped by for a story time, library tour, and information about our Summer Learning Program.

Coming in June

Our 2025 Summer Learning Program kicks off on Monday, June 16. Patrons can visit anytime from 10am-6pm to register for the summer program, enter raffles, participate in activities and more. Forte Bank is sponsoring ColorPop Face Painting from 2-5pm, Chick-fil-A's food truck will be here from 11am-1pm and Sippie Hippie will be here from 2-4pm. This year's theme is Color Our World, so we have a lot of art-based activities planned staring with our Get Creative family program on Saturday, June 20. Special presentations this month include family yoga with Awakening Healing & Yoga, and Ms. Kim's Amazing Animals.

PLUNKETT RAYSICH
ARCHITECTS, LLP

SLINGER COMMUNITY LIBRARY RELOCATION STUDY

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4/7/2025 **RENDERING**

DRAWN BY: Author 4/6/2026 1:34:41 PM

1 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

NOT FOR CONSTRUCTION

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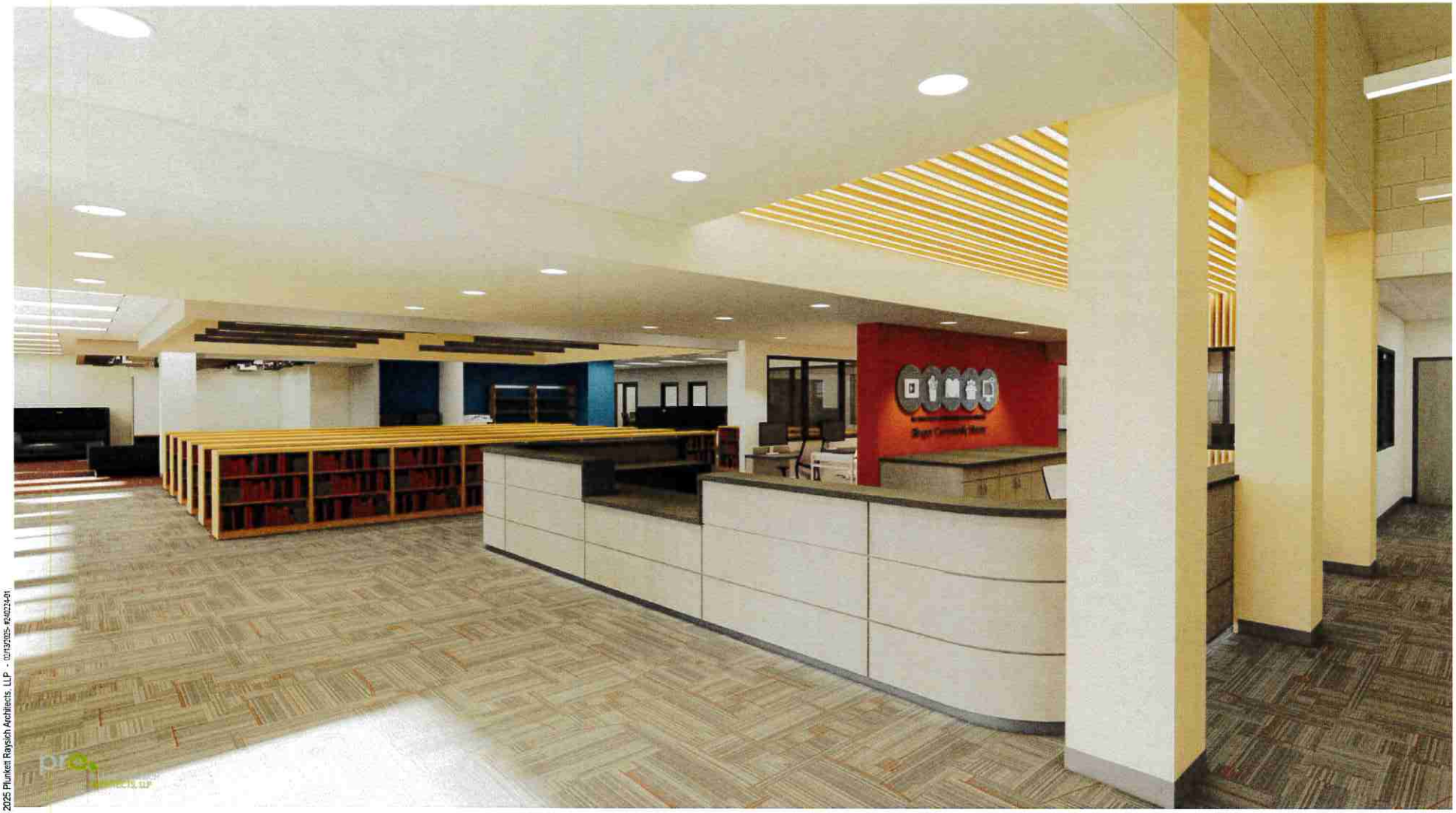
SLINGER LIBRARY - CONCEPTUAL PLAN

VILLAGE OF SLINGER
SLINGER COMMUNITY LIBRARY RELOCATION STUDY
300 SLINGER ROAD, SLINGER, WI 53086

pra PLUNKETT RAYSICH ARCHITECTS, LLP

PLUNKETT RAYSICH ARCHITECTS, LLP

SLINGER COMMUNITY LIBRARY RELOCATION STUDY



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4/7/2025

CIRCULATION DESK RENDERING

PLUNKETT RAYSICH ARCHITECTS, LLP

SLINGER COMMUNITY LIBRARY RELOCATION STUDY

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4/7/2025 **RENDERING**

PLUNKETT RAYSICH ARCHITECTS, LLP

SLINGER COMMUNITY LIBRARY RELOCATION STUDY

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INFORMATION • INSPIRATION • ENTERTAINMENT
Slinger Community Library

Position Title: Circulation Clerk
Position Status: 11-19 hours, Non- Benefited
Department: Slinger Community Library
Appointing Authority: Library Director
Supervisor: Circulation Librarian

GENERAL FUNCTION

Under the supervision of the Circulation Librarian, the Circulation Clerk position works serving library patrons directly. The Circulation Clerk will p~~P~~erform~~s~~ clerical, programming, processing of materials, and other library work as required. Must be able to work amicably~~collegially~~ in a rapid~~ly,~~ fast-changing environment.

ESSENTIAL DUTIES AND RESPONSIBILITES

- Performs circulation desk procedures, such as checking in and checking out materials, registering patrons for library cards, collecting fines, phoning patrons, pulling holds, etc.
- Re-shelves library materials and reads shelves
- Answers reference questions, in person ~~and,~~ by phone, and by email. Can assist with basic computer questions. Provides basic readers advisory services
- Assists with collection maintenance by assessing condition of materials for possible repair or replacement and pulling items on weeding list
- Provides patrons with general information on library services; assists and instructs patrons in using library services, equipment, and facilities
- Assists with library displays
- Performs some light library cleaning duties
- Responsible for opening and closing procedures
- Works a regular schedule at the circulation desk
- Assists with processing new materials, as time allows
- With Circulation Librarian's consent, assist with library programming needs
- Assists with Monarch Library System truck deliveries~~y~~
- Performs other related tasks
- Ability and willingness to drive to off-site outreach programs in the community

4. Patron Service

- Creates and emphasizes a positive, welcoming and helpful environment for library users and maintains a high level of excellent patron service~~s~~
- Handles patron issues/complaints/problems cordially and effectively, and knowledgeable on when to transfer or refer to the correct ~~source~~administrator as needed. Remains calm under pressure
- ~~Performs circulation desk procedures and provides patrons with general information on library services, assists patrons with reference questions and basic reader's advisory assistance~~ (already stated in duties)
- Maintain confidentiality of library patron information
- Able to assist with technology related to library services, including but not limited to, library phone apps and computer services, such as Libby and educational databases

5. Policies & Procedures

- Maintains ongoing understanding of Polaris ILS and Monarch Library System best practices

- Understands, follows, and implements library policies and procedures

6. Teamwork

- Cultivates and maintains positive working relationships with other library staff members, village staff members, Library Director, Library Board members, Slinger Police Department, elected officials and local agencies
- Maintains a professional demeanor along with excellent communication skills that contribute to the overall well-being of the workplace
- May serve as a member of the library's response team for outside hours emergencies
- Attends and contributes to quarterly ALL Staff meetings

7. Professional Leadership

- Maintains a commitment to continuous learning to grow professionally and improve skills through conferences, seminars, and local training sessions
- Read professional literature and remain current with trends in library service and application to Slinger Community Library

8. Misc

- Complete other duties as assigned by Circulation Librarian and Library Director

REQUIRED MINIMUM QUALIFICATIONS

1. Education and Experience

- High School graduate
- Knowledge of basic arithmetic (addition, subtraction, multiplication, division)
- Computer experience required
- Prior customer service, library and clerical experience desirable

2. Knowledge/Skills/Abilities

- Ability to effectively present information and respond to questions from patrons
- Ability to follow detailed directions
- Ability to operate library business machines properly
- Basic knowledge of computer hardware and software as they relate to library applications (i.e., the Internet, e-mail, search engines, and word processing)
- Ability to effectively use the Library's shared online catalog (Monarch).
- Ability to work independently, organize and prioritize work, respond to varied / changing work demands and make decisions as required
- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors
- Keyboarding, filing and money-handling ability
- Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
- Working knowledge of English language
- Working knowledge of library methods and procedures
- Ability to remain in a standing position for extended periods of time
- Have a current Wisconsin Driver's license or ability to travel to off-site outreach activities

ADDITIONAL DESIRED SKILLS

- Enthusiastic and service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library
- Knowledge of Monarch Library System and shared automation systems
- Experience with Polaris ILS

SUPERVISION RECEIVED AND PROVIDED

- Works under the supervision of the Circulation Librarian
- If no Director or Circulation Librarian, works under the supervision of "Librarian-in-Charge"

JOB REQUIREMENT

Willingness and ability to work a flexible schedule that includes days, evenings and weekends to meet service level. May need to cover absences for staff members

TOOLS AND EQUIPMENT USED

Including but not limited to: automated shared resource system (Monarch), book truck, audio visual equipment, networked personal computer, MS Office and other ~~job related~~job-related software, printers, copy machine, scanner, paper cutter, laminator, telephone, patron devices and calculator

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Keyboarding, writing, filing, sorting, shelving, and processing; picking up and shelving
- Lifting and carrying: 50 pounds or less. Pushing and pulling: objects weighing 100-300~~300-400~~ pounds on wheels.~~,~~
- ~~s~~Sitting, standing, walking, kneeling, bending/twisting, reaching and crouching required

WORK ENVIRONMENT

- Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderately noisy
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in a library environment.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: **Date:** _____

Library Director: **Date:** _____

Revised ~~8/12/19~~ 6/9/2025

Vacations may be taken at any time, except that it must be scheduled to avoid conflicts with other employees' vacations and with busy periods of the year. Specific vacation dates must be approved by the employee's supervisor at least 24 hours prior to the anticipated vacation.

Financial compensation is not provided in lieu of vacation.

23.3 Accrual for Management Employees

With the prior approval of the Village Board, newly appointed employees who possess at least seven (7) years of prior work experience in a preparatory or similar position, may be granted credit for additional years of service, only for the purposes of vacation accrual. The number of additional years of service granted by the Village Board shall be determined on a case by case basis, depending upon the individual's prior work experience and the relationship of that prior work experience to the employee's current position.

Management employees include persons employed in the following positions:

Village Administrator	Treasurer
Police Chief	Village Engineer/Director of PW
Parks, Recreation & Forestry Director	Village Clerk
Library Director	Utilities Superintendent
Parks, Public Works & Forestry Superintendent	

23.4 Vacation Scheduling Policy - Library

All library employees shall have the approval, in writing, of the Library Director before leaving on vacation. This policy applies to all employees, those that earn paid vacation time and those that do not. Requests for vacation must be submitted using the standard form provided.

As a courtesy to all employees, the Library asks that staff be considerate of each other when requesting time off and communicate with one another. Our staff is small and having two or more out at the same time is very difficult. It produces staffing shortages that cause problems for our patrons and for the staff. The first priority in scheduling staff members is always to best serve the public, our customers.

Preferably, no more than one (1) employee from the entire library staff shall be on vacation at the same time but consideration for two (2) employees will be given provided that the two (2) vacation times do not overlap by more than one (1) day. This includes regular weekday, evening, and weekend public service hours. Requests for a single day or a partial day of vacation are not exempt from these limits.

Employees may begin requesting vacation for the next calendar year no sooner than October 21 of the previous calendar year. All requests will be based on seniority until December 16. After December 16, vacation requests are on a first come serve basis.